



CONFIDENTIAL REGISTRATION

INDEX CODE: 1506
EFFECTIVE DATE: 12-01-13

Contents:

- I. Confidential Maryland Registration
- II. Confidential Virginia Registration
- III. Cancellation

I. CONFIDENTIAL MARYLAND REGISTRATION

- A. The procedure for requesting confidential Maryland vehicle registrations from the Motor Vehicle Administration (MVA) will be the responsibility of the Administrative Agent and is as follows:
 - 1. Obtain documents for each vehicle to include; Certificate of Title, Odometer Disclosure Statement and/or Certificate of Origin.
 - 2. Contact the Maryland Motor Vehicle Administration at 410-787-2908 and determine current contact person. Provide our agency program number (0029).
 - 3. Submit a letter to the appropriate contact person requesting confidential registration, again providing our program number (0029). The address is:

Motor Vehicle Administration
Room #127
6601 Ritchie Highway, N.E.
Glen Burnie, MD 21062
 - 4. Have documents hand-delivered to MVA. When ready, have someone pick up the registration plates at MVA.
 - 5. The registration plates will be delivered to the Administrative Agent.
- B. Distribution
 - 1. The Administrative Agent will make two copies of each registration card. One copy will be forwarded to the Administration & Finance Division and one will be retained at FED.
 - 2. Registration plates will be given to field supervisors for distribution to the agents/inspectors.
- C. Renewal
 - 1. The Maryland MVA will send renewal forms for confidential registrations.
 - 2. Upon receipt, the Administrative Agent will verify vehicle information including the Vehicle Identification Number (VIN) and ensure the Field Enforcement Division has not disposed of the vehicle.

3. The Administrative Agent will complete all renewal forms per MVA instructions and submit them to the appropriate MVA contact with a cover letter requesting renewal of the registrations. Our agency program number (0029) must be included on the cover letter and copies of all renewal documents will be maintained at FED.
4. The Administrative Agent will have all documents hand-delivered to MVA and have all renewals picked up when ready. Copies of registration cards will be maintained at FED.
5. Renewal stickers/plates will be given to field supervisors for distribution to appropriate personnel.

II. CONFIDENTIAL VIRGINIA REGISTRATION

- A. The procedure for requesting confidential Virginia vehicle registrations will be the responsibility of the Administrative Agent and is as follows:

1. Obtain documents for each vehicle to include; the Certificate of Title, Odometer Disclosure Statement and/or a Certificate of Origin.
2. Contact the Virginia Department of Motor Vehicles (DMV) Investigative Services at the following address and phone:

Virginia Department of Motor Vehicles
DMV Investigative Services
Room 626
P.O. Box 26407
Richmond, VA 23269-6407

Telephone: 804-367-9583
804-367-9584

3. Submit appropriate documentation per Virginia DMV instructions. Maintain copies of all correspondence at FED.
4. Registration plates and related documents will be forwarded to FED, if approved by the Virginia Department of Motor Vehicles.

B. Distribution

1. The Administrative Agent will make copies of the registration cards for each vehicle assigned confidential Virginia registrations and maintain those copies at FED.
2. The Administrative Agent will forward the plates, registration cards and decals to field supervisors for distribution to appropriate personnel.

C. Renewal

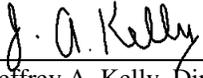
1. The Virginia DMV will mail two forms, a request for special processing and a renewal form (VP01) for each vehicle.
2. The Administrative Agent will verify all vehicle information and complete both forms for each vehicle and return them to the Virginia DMV, Investigative Services Section, along with a cover letter requesting renewal of each vehicle registration.

D. Distribution

Index Code: 1506
Effective Date: 11-06-06

1. The Administrative Agent will, upon receipt, make copies of new registration cards and maintain them at FED.
2. The Administrative Agent will forward the plates, registration cards and decals to field supervisors for distribution to appropriate personnel.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director